

**RIO DELL CITY COUNCIL
REGULAR MEETING
OCTOBER 5, 2010
MINUTES**

The Regular Meeting of the Rio Dell City Council was called to order at 6:30 P.M. by Mayor Woodall.

ROLL CALL: Present: Mayor Woodall, Councilmembers Barsanti, Dunker, Marks and Thompson

Others Present: City Manager Henrickson, Chief of Police Hill, Finance Director Beauchaine, Wastewater Superintendent Chicora, and City Clerk Dunham

Absent: Acting Public Works Director Jensen

CONSENT CALENDAR

Mayor Woodall announced the items to be approved on the consent agenda and asked the staff, the public and the Council members if there was anyone who wished to have any item removed from the consent calendar for separate discussion. Councilmember Marks asked that the Minutes of September 7, 2010 be removed for separate discussion.

Motion was made by Marks/Thompson authorizing the Mayor to draft and mail a letter on annexation; approving Resolution No. 1089-2010 Appointing the Representative and Alternate to the Board of Directors of SCORE; approving Resolution No. 1090-2010 Endorsing the Unified Marine Protected Array; approving payment in an amount not to exceed \$12,500 to ITT Flygt Water and Wastewater, USA, Inc. for the purchase of a Flygt wastewater submersible pump; approving Resolution No. 1092-2010 Declaring Certain City Property to be Surplus and Authorizing Sale Thereof (3 Public Works Vehicles); and authorizing the City Manager to execute the contract with Adult Day Health Services. Motion carried 5-0.

SPECIAL PRESENTATIONS

Jill Engelman, CPS Human Resources Services – Salary Compensation Report

City Manager Henrickson introduced Jill Engelman from CPS Human Resource Services who was present to provide a power point presentation on the *Draft Total Compensation Report* and the *City of Rio Dell City-Wide Classification Study* that was recently completed.

Ms. Engelman began by explaining the first phase of the project included the Classification Study conducted for the purpose of reviewing all positions currently within the City and recommending changes to the classification structure based on anticipated needs of the City and how work is currently organized and assigned. She said the scope of the study included an in-

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depth analysis of twenty-three positions in sixteen classifications and in the end the report included a complete set of proposed classification concepts and recommendations, including one new classification titled *Administrative Technician*.

Next was review of the proposed classifications as revised and a table which showed the current classification title and recommended position allocation for each position in the City.

Councilmember Marks asked if and when a position becomes vacant does this document outline the job eligibility requirements; Ms. Engelmann explained revisions to the job descriptions were done to accomplish that including physical requirements of the position.

Mayor Woodall asked if employees were working within their respective classification; Ms. Engelmann noted that for the most part they were.

In regard to the *Draft Total Compensation Report*, Ms. Engelmann explained the objective of the Total Compensation Study was to determine how competitive the City is within its labor market by collecting and analyzing maximum monthly base salaries with and without benefits and provide recommendations pertaining to the study. She said nine labor market agencies with similar numbers of employees, geographic proximity, and those providing the same type of services were surveyed to gather criteria for the labor market analysis.

Councilmember Dunker pointed out that the nine agencies surveyed are all located primarily along the Highway 101 corridor and asked why the Garberville Community Services District was not surveyed as was the McKinleyville Community Services District; Ms. Engelmann explained McKinleyville CSD was selected over Garberville because it was slightly closer in proximity and they had more comparable positions within their organization.

Next was review of the Base Salary Survey Results as presented under Table 3 which identified the classification, City's range max salary, comparable classes, labor market median, and the percentage above or below the median salary. Ms. Engelmann said in addition to base salary results, a total cash compensation analysis was conducted for all survey classes which reflect how each classification compares against matched positions in the market once base salary and the value of benefits are taken into consideration. She further explained the reason for the eschewed numbers in the public safety classifications was due to not providing PERS.

Councilmember Barsanti stated that the information was "heart stopping" and referred to the nine agencies used as comparables and asked if population, budget, and staffing levels were taken into affect; Ms. Engelmann explained that those factors were not considered and said one problem is that there are not a lot of similar job matches among smaller cities and basically they look at agencies that you are competing with in the job market and use some larger agencies and some smaller to get a fair balance.

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Councilmember Dunker pointed out that this study does not consider how a City is going to fund the salaries but rather where the salary ranges should be to be competitive with the job market.

Councilmember Marks stated that the City has a relatively high turn-over of police officers and the purpose of the survey is to provide the information to the City and how the City chooses to use that information is up to them.

Councilmember Thompson commented that the agencies surveyed were all within the local area however when we recruit for a position we often advertise out of the area. Ms. Engelmann said if you do hire from out of the area, the likelihood of retaining those employees is slim when they could go to a neighboring City and possibly get double the pay.

Ms. Engelmann said she realized the quandary the City was in due to current budget constraints and said one option would be to consider setting the salary range at 10% below the median with the understanding that the City may still have trouble retaining qualified employees. Another option she said would be to phase in increases over a number of years.

Mayor Woodall stated that the City has some long term loyal employees and although the City would like to pay them what they deserve, the City must also meet the needs of its citizens.

John Lane, 1249 Riverside Dr. asked if Humboldt County was as economically challenged as other counties and said it seemed to him the salary comparisons should be based on statewide surveys; Ms. Engelmann noted there are cost-of-living differences throughout the State and focusing the surveys on agencies of geographic proximity is important since they may be competitors in the recruitment market for most of the City's employees.

Councilmember Thompson asked if bringing current salaries to the median range would force other local agencies to raise their bar; Ms. Engelmann said most of the other agencies already have their salaries at the median and noted that most of the agencies contacted with the survey had not had a survey done for their agency.

City Manager Henrickson thanked Ms. Engelmann for the thorough job she did in preparing the study and pointed out for benefit of the City Council and the public that it was merely a tool to use when looking at salaries and benefits.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Approve Minutes of the September 7, 2010 Regular Meeting

Councilmember Marks referred to page 3 of the minutes under *Council Reports* where she asked if the loan could be lowered from a 5% interest rate, and stated for clarification that she was referring to the Sewer Assessment Bond Loan and the minutes should reflect that.

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Motion was made by Dunker/Thompson to approve the minutes of the September 7, 2010 minutes as corrected. Motion carried 5-0.

Formally Accept the Employee Salary Compensation and Classification Report

Motion was made by Thompson/Marks to formally accept the Employee Salary Compensation and Classification Report as submitted. Motion carried 5-0.

Discussion and Action on How to Proceed Regarding Support or Opposition of Proposition 19

Councilmember Thompson stated he brought this item forward to recommend the Council direct staff to prepare a resolution in opposition of Prop 19; an initiative which will be on the November ballot to legalize the sale and cultivation of marijuana in California. He said in his opinion passage of Prop 19 would only intensify the current problems associated with the growth and sale of marijuana.

Mayor Woodall asked Chief Hill for his opinion on the proposition; Chief Hill stated he felt it was more of a political issue although he felt the bill was not well written. He said his job is to enforce the law rather than to judge whether the bill is good or bad.

Councilmember Dunker stated that he listened to some economic experts speak on the subject and it is unknown how passage of Prop 19 would impact our community economically. He said personally he felt it was more of a moral issue and wasn't sure if the Council should pass a resolution since each voter would have the opportunity to vote individually.

Councilmember Marks commented that she was not in support of the passage of Prop 19 and would personally be voting No.

Councilmember Barsanti agreed with moving forward with a resolution opposing Prop 19.

Motion was made by Marks/Thompson to direct the City Manager to bring back a draft resolution for consideration at the next regular meeting. Motion carried 5-0.

Approve Agreement Between the City of Rio Dell and Winzler & Kelly for Preparation of Report of Waste Discharge

City Manager Henrickson stated as discussed at the last meeting the current improvements to the Wastewater Treatment Facility will result in the need to update the City's Wastewater Permit issued by the Regional Water Quality Control Board. Although the City is currently circulating RFP's for Professional Engineering Services, the associated timeline to secure funding for the Wastewater Treatment and Disposal Project makes it necessary to have Winzler & Kelly proceed with the task of updating the Permit as described in the Scope of Services Agreement submitted by Winzler & Kelly. The estimated time to complete the task was one month.

Motion was made by Dunker/Marks to approve the agreement between the City of Rio Dell and Winzler & Kelly for *Preparation of Report of Waste Discharge*. Motion carried 5-0.

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1091-2010 Approving the September, 2010 Addendum No. 2 to the Rio Dell Wastewater Reuse Project EIR; Adopting the Mitigation Monitoring and Reporting Program, making CEQA Findings of Fact, and Approving the Project as Described Under Alternative 1 as Revised.

City Manager Henrickson stated this resolution basically recognizes several changes to the current project made back in February such as the change from Type I irrigation to Type II, the addition of the second route for the transmission line, and changing the City's preferred project from Alternative 5 to Alternative 1, as discussed at the last meeting.

Motion was made by Marks/Thompson to approve Resolution No. 1090-2010 *Approving the September 2010 Addendum No. 2 to the Rio Dell Wastewater Reuse Project EIR; Adopting the Mitigation Monitoring and Reporting Program, and Making CEQA Findings of Fact, and Approving the Project as Described Under Alternative 1 as Revised.* Motion carried 5-0.

PUBLIC PRESENTATIONS

None

REPORTS/STAFF COMMUNICATIONS

City Manager Henrickson reported on recent meetings and activities in the City Manager department announcing the Ribbon Cutting Ceremony took place before the Council meeting for the Wildwood Avenue Project; announced there would be a Brownfield's Assessment Virtual Tour and Historical Photo Presentation of the former Eel River Sawmill site on October 12, 2010 from 6:30-7:30 P.M.; and announced the City would be holding a Hazardous Waste Collection Day on October 16, 2010 in the City Hall parking lot from 9:00 A.M.-2:00 P.M.

Finance Director Beauchaine reported on recent activities in the finance department announcing the date for the Brownfield's Community Outreach meeting on October 12, 2010 as reported by the City Manager; said she was continuing to evaluate sewer rates to put together a consumption based rate structure for council consideration; the CDBG Portfolio update was underway by Redwood Community Action Agency (RCAA); the land acquisition for the wastewater project was being evaluated; she had prepared a draft Fixed Asset Policy for introduction and review at the October 19th regular meeting; and said utility billing policies and customer deposit policies were also being reviewed.

Chief of Police Hill reported on recent activities in the police department stating the nuisance abatement of the property at the south end of Rigby Ave. was completed and that the project came in under budget; at the direction of the City Manager was working on the update of the animal control ordinance; was working with the school on enforcement of bicycle helmets;

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working on a program to “Say No to Drugs” as part of the Red Ribbon Week at the end of the month; and also with the Fire Department on the North Coast “Shake-Out” drill.

Wastewater Superintendent Chicora reported on behalf of the public works department stating that two projects were completed: the Wildwood Ave. Paving Project; and the Solids and Disinfection Project. He said they would be hosting an open house during the first part of November to allow the Council and the public to take a tour of the new components at the plant as part of the Solids and Disinfection Project.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Barsanti asked what the laws were pertaining to bicycle helmets; Chief of Police Hill said anyone under the age of 16 is required to wear a helmet.

Councilmember Thompson reported on his attendance at the Redwood Coast Energy Authority meeting and announced they hired a new Director from Colorado scheduled to begin on November 15th; approved their audits; and said the commission was taking a position in regard to the way the state is now allocating money to electric companies.

Councilmember Dunker announced he would not be in attendance at the October 19th Council meeting as he would be on vacation.

Councilmember Marks reported on her attendance at the Redwood Region Economic Development Commission (RREDC) meeting where they voted yes on a Headwaters grant for Arcata Airport enhancements.

Councilmember Marks also commented on the Resolution passed endorsing the Unified Marine Protected Area and stated she felt it was important because of a potential threat by the State to close Trinidad Harbor. She also announced she had been in contact with school staff and learned that both Eagle Prairie Elementary and Monument Middle School reached a significant goal in regard to the State Achievement (STAR) tests with scores of 834 and 826 respectively. She noted the State goal is 800.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:27 P.M.

Mayor Woodall announced the Council would be reconvening to a Study Session at this time.

STUDY SESSION

City Manager Task List

City Manager Henrickson stated the basic the reason for the Study Session is to keep the City Council abreast of items in process and to make sure his priorities reflect those of the Council.

A comprehensive Task List was submitted to Councilmembers which was divided into three priority levels: Level One consisted of major items which are time sensitive and have significant impact on the City; Level Two was significant items which need to be addressed; and Level Three were important items, but those which could be addressed as time permits.

City Manager Henrickson stated that although financial items were not addressed under Priority One Tasks he made the decision to utilize the services of the Finance Administrative Assistant on a part time basis to assist him with administrative duties.

Councilmember Marks suggested the City Council decide collectively on items to be placed on the agenda under the *City Council Reports/Communications* which would help to eliminate some of the time spent on preparation of staff reports.

Mayor Woodall pointed out that with the establishment of a task list; there would be less interruption of the City Manager's time by individual Council members.

City Manager Henrickson stated mid-November will mark his 6 months of employment with the City and suggested an evaluation be done to make sure he is meeting the City Council's expectations.

Councilmember Barsanti referred to Item No. 6 regarding the job description and recruitment for a Public Works Director/Engineer and asked why it was put on hold; City Manager Henrickson explained the salary range was not enough to attract qualified applicants stating there may be the need to restructure the job classifications and that the Classification and Compensation Study would need to be addressed in some way.

Mayor Woodall asked the city manager if he felt CPS did an adequate job in updating the job descriptions; he said he felt they did a very good job.

City Manager Henrickson then pointed out some past deficiencies within the City such as with having had twenty-eight City Managers over the past twenty-seven years; writing off approximately \$68,000 in water and sewer receivables; and taking four years to approve the construction of the Fireman's Park Restroom Project.

He said to make a difference, the Council would need to take a serious look at the salary and classification study and increase salaries to get and retain qualified employees. He further noted that Government employees are generally dedicated but they need to want to make a difference.

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Councilmember Marks said having the opportunity to meet and work with City Manager Henrickson and Interim City Manager Stretch it has given her a whole new hope about the infinite possibilities that are attainable for the City.

City Manager Henrickson said it was not only a challenge but a pleasure to be part of it.

Councilmember Barsanti reminded the City Manager that it's easy to get over-whelmed and to remember that he can only do so much; City Manager Henrickson simply replied that that is the reason we have a priority task list.

There being no further matters to discuss, the study session adjourned at 7:48 P.M. to the October 5, 2010 regular meeting.

Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk